

4.10 GSFC Work Order Authorization (WOA) Checklist

DEFINITION. Product: Systems, hardware, software, data, documentation, services and/or processed material resulting from work activities at GSFC that have been defined to be in-scope to the QMS.

Question No.	GPG 5330.1B Policy Ref.	Question	Yes	No	Comments
1	Para. P1 & P2	Please provide point of contact: 1. Name and Phone No.			
		2. Org. Code and location			
		3. Email address			
2	Para. P1 & P2	Does your organization process, inspect, test, or provide test status for product, hardware, and/or software covered by the GSFC Quality Management System?			If no, please stop questions here.
3	Para. P6	Does the Product Design Lead (PDL) maintain WOAs as quality records in accordance with GPG 1440.7 and GPG 5330.1B?			
4	Para. P6	Are WOAs readily available as quality records, even for WOAs closed during processing?			
5	Para. P6	Do product-associated WOAs transition with the Product?			
6	Para. P6	Upon completion and delivery, do associated closed WOAs transition to the program/project?			
7	Para. 2.1.2	Does Project/requiring organization define: 1. Approval authorities and processes?			
		2. WOA numbering scheme and revision/change management process?			
8	Para. 2.1.3	Do WOAs provide detail necessary to guide the work and provide product quality?			
9	Para. 2.1.3	Are recorded events on WOA adequately described as discrete actions or reference approved procedures?			
10	Para. 2.1.4	Did PDL/Project determine when the product will first use WOAs?			
11	Para. 2.1.4	Are/were WOAs initiated NLT beginning of manufacture or, for s/w, when placed under configuration control?			
12	Para. 2.1.4	Are WOAs used through product delivery/launch site processing?			

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13	Para. 2.1.5	For s/w processing, has PDL designated an equivalent form/process?			
14	Para. 2.2.1	Is/was the work plan for the specific process designated on the WOA prior to performing any work?			
15	Para. 2.2.1	Are special considerations, instructions and/or special equipment identified?			
16	Para. 2.2.2	Do WOAs include the following: 1. All functional and environmental tests required for design verification and validation			
		2. Product handling/handling devices? (Ref: GPGs 8700.2, 8700.3, and 6400.1)			
17	Para. 2.3, (End)	Do all workers have appropriate training and certification(s)?			
18	Para. 2.4	Is the level of detail in WOA adequate to ensure product quality?			
19	Para. 2.5	Are required product processing changes recorded and approved using processes stipulated by Project documentation?			
20	Para. 2.6	Is there evidence that the PDL did or will sign off (on WOA) that all planned work, inspections, and tests have been satisfactorily completed, and that documentation/quality records are complete and available, either at final release of product or prior to release to next processing step?			
21	Para. 2.6	If complete, is WOA closed?			

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